



Issue Paper
For the
Information Technology Investment Board



Baseline Change Request for [Project Name]

Presented by:

Background:

Along with the following completed tables, provide a brief description of the need for re-baselining. Explain why corrective actions were ineffective in bringing the project back within an acceptable variant.

| Cost and Schedule Goals: <u>Original</u> Baseline for a Phase/Segment/Module of Project | | | | |
|---|------------|----------|--------------------|------------------------------------|
| Description of Milestone | Schedule | | | Planned Cost (\$Thousands) |
| | Start Date | End Date | Duration (in days) | |
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |
| 4. | | | | |
| 5. | | | | |
| | | | | |
| | | | | |
| Completion date: | | | | Total cost estimate at completion: |

| Cost and Schedule Goals: <u>Proposed</u> Baseline for a Phase/Segment/Module of Project | | | | |
|--|-------------------|-----------------|---------------------------|------------------------------------|
| Description of Milestone | Schedule | | | Planned Cost (\$Thousands) |
| | Start Date | End Date | Duration (in days) | |
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |
| 4. | | | | |
| 5. | | | | |
| | | | | |
| | | | | |
| Completion date: | | | | Total cost estimate at completion: |

Attach: revised return on investment analysis; revised project plan, and a revised project risk management plan.

Prepared by:

Date: